

# **STATE PERSONNEL BOARD CALENDAR**



**JULY 20, 2004**

**SACRAMENTO, CALIFORNIA**

**State of California**

**Memorandum**

**DATE:** July 9, 2004

**TO:** ALL INTERESTED PARTIES

**FROM:** **STATE PERSONNEL BOARD** -- Appeals Division

**SUBJECT:** Notice and Agenda for the July 20, 2004, meeting of the State Personnel Board.

PLEASE TAKE NOTICE that on July 20, 2004, at the offices of the State Personnel Board, located at 801 Capitol Mall, Room 150, Sacramento, California, the State Personnel Board will hold its regularly scheduled meeting.

The attached Agenda provides a brief description of each item to be considered and lists the date and approximate time for discussion of the item.

Also noted is whether the item will be considered in closed or public session. Closed sessions are closed to members of the public. All discussions held in public sessions are open to those interested in attending. Interested members of the public who wish to address the Board on a public session item may request the opportunity to do so.

Should you wish to obtain a copy of any of the items considered in the public sessions for the July 20, 2004 meeting, please contact staff in the Secretariat's Office, State Personnel Board, 801 Capitol Mall, MS 22, Sacramento, CA 95814 or by calling (916) 653-0429 or TDD (916) 654-2360, or the Internet at:

**<http://www.spb.ca.gov/calendar.htm>**

Notice and Agenda  
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Should you have any questions regarding this Notice and Agenda, please contact staff in the Secretariat's Office at the address or telephone numbers above.

TAMARA LACEY  
Secretariat's Office

Attachment

CALIFORNIA STATE PERSONNEL BOARD MEETING\*  
801 Capitol Mall  
Sacramento, California

Public Session Location - Room 150

Closed Session Location - Room 141

MID-MONTH MEETING AGENDA\*\*

JULY 20, 2004

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

9:00 - 9:30

1. ROLL CALL
2. REPORT OF THE EXECUTIVE OFFICER  
  
Report of Laura Aguilera  
Interim Executive Officer  
State Personnel Board
3. REPORT OF THE CHIEF COUNSEL
4. NEW BUSINESS  
(Items may be raised by Board Members for scheduling and discussion at future meetings.)
5. REPORT ON LEGISLATION

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\* Sign Language Interpreter will be provided for Board Meeting upon request – contact Secretariat at (916) 653-0429, or CALNET 453-0429, TDD (916) 654-2360.

\*\* The Agenda for the Board can be obtained at the following Internet address:  
**<http://www.spb.ca.gov/calendar.htm>**

CLOSED SESSION OF THE STATE PERSONNEL BOARD

9:30

6. DELIBERATION ON ADVERSE ACTION, DISCRIMINATION COMPLAINT, AND OTHER PROPOSED DECISIONS SUBMITTED BY ADMINISTRATIVE LAW JUDGES  
Deliberations on matter submitted at prior hearing, on proposed decisions, petitions for rehearing, rejected decisions, remanded decisions, submitted decisions, and other matters related to cases heard by administrative law judges of the State Personnel Board or by the Board itself. [Government Code Sections 11126 (d), and 18653 (2).]
7. PENDING LITIGATION  
Conference with legal counsel to confer with and receive advice regarding pending litigation when discussion in open session would be prejudicial. [Government Code Sections 11126 (e)(1), 18653.]
8. RECOMMENDATIONS TO THE LEGISLATURE  
Deliberations on recommendations to the Legislature. [Government Code Section 18653.]
9. RECOMMENDATIONS TO THE GOVERNOR  
Deliberations on recommendations to the Governor. [Government Code Section 18653.]

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

On Adjournment:

10. DISCUSSION OF COMING BOARD MEETING SCHEDULE OF AUGUST 12, 2004, SACRAMENTO, CALIFORNIA

BOARD ACTIONS

11. ADOPTION OF THE STATE PERSONNEL BOARD SUMMARY MINUTES OF JUNE 29, 2004 & JULY 7, 2004
12. ACTION ON SUBMITTED ITEMS  
(See Agenda Page 18)  
These items have been taken under submission by the State Personnel Board at a prior meeting and may be before the

Board for a vote at this meeting. This list does not include evidentiary cases, as those cases are listed separately by category on this agenda under Evidentiary Cases.

13. EVIDENTIARY CASES

The Board Administrative Law Judges conducts Evidentiary hearings in appeals that include, but are not limited to, adverse actions, medical terminations, demotions, discrimination, reasonable accommodations, and whistleblower complaints.

A. BOARD CASES SUBMITTED

These cases have been taken under submission by the State Personnel Board at a prior meeting and may be before the Board for a vote at this meeting.

ANDREW CIRNER, CASE NO. 03-2241EA

Appeal from denial of request for  
reasonable accommodation  
Senior Psychiatric Technician  
Department of Mental Health

RICHARD COELHO, CASE NO. 02-1796R

Appeal from constructive medical termination  
Fish and Game Warden  
Department of Fish and Game

SHANNON FROEMING, CASE NO. 03-2871EA

Appeal from denial of request for reasonable  
accommodation  
Employment Program Representative  
Employment Development Department

RONALD GALI, CASE NO. 03-0462A

Appeal from dismissal  
Native American Spiritual leader  
California State Prison – Folsom  
Department of Corrections

ELIZABETH HERRERA, CASE NO. 03-2220A

Appeal from medical termination  
Administrative Support coordinator I  
California State University – San Jose

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PAUL H. KEMP, Case No. 01-2841  
Appeal from dismissal  
Teacher Assistant - Youth Correctional  
Reception Center and Clinic - Sacramento  
Department of the Youth Authority

JENNIFER KILL, CASE NO. 02-2164B  
Appeal for determination of back salary,  
benefits and interest  
Supervising Cook  
California Correctional Institution - Tehachapi  
Department of Corrections

RAY MARTINEZ, CASE NO. 03-3344  
Appeal from dismissal  
Correctional Officer  
Substance Abuse Treatment Facility – Corcoran  
Department of Corrections

MARGARET A. MEJIA, CASE NO. 03-1848  
Appeal from dismissal  
Psychiatric Technician (Safety)  
Department of Mental Health

CHRISTOPHER MIRAMONTES, CASE NO. 03-2299  
Appeal from five-percent reduction in  
salary for six months  
Special Agent  
Department of Corrections

ALICE VAN-THU, CASE NO. 03-0413  
Appeal from automatic resignation  
Administrative Support Coordinator I  
California State University – Monterey Bay

BEVERLY WILSON, CASE NO. 03-1150A  
Appeal from dismissal  
Administrative Support Assistant II  
California State University - Carson

B. CASES PENDING

- Oral Arguments

These cases are on calendar to be argued at this meeting or to be considered by the Board in closed session based on written arguments submitted by the parties.

MARYLAND PAGE, CASE NO. 03-3703A  
Appeal from five-percent reduction  
in salary for twelve months  
Correctional Officer  
California State Prison – Blythe  
Department of Corrections

C. CHIEF COUNSEL RESOLUTIONS

- Court Remands

These cases have been remanded to the Board by the court for further Board action.

NONE

- Stipulations

These stipulations have been submitted to the Board for Board approval, pursuant to Government Code, section 18681.

NONE

D. ADMINISTRATIVE LAW JUDGE'S (ALJ) PROPOSED DECISIONS

- Proposed Decisions

These are ALJ proposed decisions submitted to the Board for the first time.

SEPHIA ANDERSON, CASE NO. 03-0630  
Appeal from dismissal  
Office Assistant (Typing)  
Department of Industrial Relations at Oakland



KALPANA DADABHOY, CASE NO. 02-3423  
Appeal from rejection during probation  
Disability Evaluation Analyst  
Department of Social Services

YVETTE FIELDS, CASE NO. 04-0421  
Appeal from ten percent reduction in  
salary for ten months  
Correctional Officer  
California State Prison – Sacramento  
Department of Corrections

PAUL FUENTES, CASE NO. 03-3122  
Appeal from two-step reduction in  
salary for 12 months  
Correctional Officer  
California Institution for Men - Chino  
Department of Corrections

BARBARA MARLER, CASE NO. 04-0654  
Appeal from non-punitive termination  
Correctional Officer  
California State Prison - Wasco  
Department of Corrections

MARIO MORENO, CASE NO. 03-3772  
Appeal from dismissal  
Correctional Officer  
California State Prison - Calipatria  
Department of Corrections

ERIC PEACOCK, CASE NO. 02-4023  
Appeal from five-percent reduction  
in salary for six months  
Motor Vehicle Field Representative Range C  
Department of Motor Vehicles

- Proposed Decisions Taken Under Submission At Prior Meeting  
These are ALJ proposed decisions taken under submission at a prior Board meeting, for lack of majority vote or other reason.

NONE

- Proposed Decisions After Board Remand

NONE

- Proposed Decisions After SPB Arbitration

NONE

E. PETITIONS FOR REHEARING

- ALJ Proposed Decisions Adopted By The Board

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a case already decided by the Board.

RICHARD L. COLLINS, CASE NO. 02-2306P

Appeal from dismissal

Assistant Safety Engineer

Department of Industrial Relations

Petition for rehearing filed by appellant  
to be granted or denied

TIMOTHY MAPP, CASE NO. 02-2155P

Appeal from dismissal

Correctional Officer

Richard J. Donovan Correctional  
Facility - San Diego

Department of Corrections

Petition for rehearing filed by appellant  
to be granted or denied

MAI NGUYEN (aka MY WINN), CASE NO. 03-1360P

Appeal from rejection during probationary period

Disability Insurance Program Representative

Employment Development Department

Petition for rehearing filed by appellant  
to be granted or denied.

KARMEN PERRY, CASE NO. 03-2107P  
Appeal from five-percent reduction  
salary for twelve months  
Correctional Officer  
Northern Transportation Unit - Tracy  
Department of Corrections  
Petition for rehearing filed by appellant  
to be granted or denied.

RICHARD WISLER, CASE NO. 03-2827P  
Appeal from five-percent reduction in  
salary for ten months  
Transportation Engineering Technician  
Department of Transportation  
Petition for rehearing filed by appellant  
to be granted or denied

- Whistleblower Notice of Findings  
The Board will vote to grant or deny a petition  
for rehearing filed by one or both parties,  
regarding a Notice of Findings issued by the  
Executive Officer under Government Code,  
section 19682 et seq. and Title 2, California  
Code of Regulations, section 56 et seq.

RANDOLPH NOBLE, M.D., CASE NO. 03-0741P  
Appeal for whistleblower retaliation  
Medical consultant (Enforcement)  
Medical Board of California  
Petition for rehearing filed by appellant  
to be granted or denied

F. PENDING BOARD REVIEW

These cases are pending preparation of transcripts,  
briefs, or the setting of oral argument before the Board.

ANN R. ABIERAS, CASE NO. 04-0531A  
Appeal from ten-percent reduction  
in salary for twelve months  
Psychiatric Technician Assistant  
Department of Developmental Services

DONALD ATKINS, CASE NO. 03-1448A  
Appeal from five-percent reduction  
in salary for six months  
Correctional Officer  
California State Prison, San Quentin  
Department of Corrections at San Quentin

NICHOLAS COMAITES, CASE NO. 03-0062A  
Appeal from official reprimand  
Correctional Counselor II  
Department of Corrections  
AND

PAUL WARD, CASE NO. 03-0332A  
Appeal from official reprimand  
Correctional Administrator  
Department of Corrections

EVELYN B. CORPUS, CASE NO. 04-0529A  
Appeal from ten-percent reduction in  
salary for twelve months  
Psychiatric Technician Assistant  
Department of Developmental Services

MICHELLE DAWKINS, CASE NO. 03-2755R  
Appeal from demotion  
Fiscal Services Supervisor to Typist Clerk III  
Human Services Agency, Merced County

RONALD GALI, CASE NO. 03-0462A  
Appeal from dismissal  
Native American Spiritual Leader  
Folsom State Prison - Represa  
Department of Corrections

DEBRA GREENE, CASE NO. 03-0621A  
Appeal from non-punitive termination  
Psychiatric Social Worker, Correctional Facility  
Department of Corrections

MARTIN HERNANDEZ, CASE NO. 02-4449A  
Appeal from demotion  
Correctional Sergeant  
Calipatria State Prison – Imperial  
Department of Corrections

ELIZABETH HERRERA, CASE NO. 03-2220A  
Appeal from constructive medical termination  
Administrative Support Coordinator I  
California State University – San Jose

MARY HUTTNER, CASE NO. 02-1690R  
Appeal from demotion  
Staff Services Manager I to the  
position of Associate Health Program  
Advisor (top step)  
Department of Health Services

CONNIE JAMES, CASE NO. 03-3136A  
Appeal from 15-working days'  
suspension  
Accounting Technician  
Employment Development Department

CONNIE JOHNSON, CASE NO. 03-2620R  
Appeal from 30-calendar-days suspension  
Employment Program Representative  
Employment Development Department

HUGO LANDEROS, CASE NO. 03-3190A  
Appeal from dismissal  
Employment Program Representative  
Employment Development Department

JACQUELYN McCARVER, CASE NO. 03-0669A  
Appeal from demotion  
Correctional Sergeant  
Rainbow Conservation Center - Fallbrook  
Department of Corrections

LEIJANE OGAWA, CASE NO. 03-2943A  
Appeal from discrimination  
Office Assistant (General)  
Department of Transportation

MARYLAND PAGE, CASE NO. 03-3703A  
Appeal from five-percent reduction in  
salary for twelve-months  
Correctional Officer  
Ironwood State Prison – Blythe  
Department of Corrections

VIRGINIA PARKER, CASE NO. 03-0325A  
Appeal from demotion  
Correctional Lieutenant  
Ironwood State Prison – Blythe  
Department of Corrections

KEVIN REDDINGTON, CASE NOS. 03-2646R &  
03-0386R  
Appeal from ten-percent reduction in salary  
For six pay periods, and dismissal  
Office Technician (Typing)  
Department of Forestry and Fire Protection

KIM RITTENHOUSE, CASE NOS. 03-3541A &  
03-3542A  
Appeal from denial of reasonable accommodation  
And from constructive medical termination  
Office Technician (General)  
Department of Fish and Game

PEARLIE BLEDSOE-TOWNES, CASE NO.  
03-2966A  
Appeal from denial of request for reasonable  
accommodation  
Correctional Sergeant  
Central California Women's Facility – Chowchilla  
Department of Corrections

DENNIS UYEDA, CASE NO. 03-2396A  
Appeal from five-working-days suspension  
Latent Print Analyst II  
Department of Justice

NANCY VALENTINO, Case No. 03-0699R  
Appeal from dismissal  
Psychiatric Technician  
Department of Developmental Services

GARY WHALEY, CASE NO. 03-1420A  
Appeal from discrimination  
Employment Program Representative  
Employment Development Department

14. RESOLUTION EXTENDING TIME UNDER GOVERNMENT CODE SECTION 18671.1 EXTENSION (See Agenda Page 21)

15. NON-EVIDENTIARY CASES

A. WITHHOLD APPEALS

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

ARLEND BONSEY, CASE NO. 03-0857

**Classification:** Correctional Officer

**Department:** Department of Corrections

TERRY BRAY, CASE NO. 03-1505

**Classification:** Correctional Officer

**Department:** Department of Corrections

JOHN BUXIE, CASE NO. 03-2342

**Classification:** California Highway Patrol Cadet

**Department:** California Highway Patrol

GREGORY CUSHANICK, CASE NO. 03-0943

**Classification:** Correctional Officer

**Department:** Department of Corrections

SHAHADAT HUSSAIN, CASE NO. 03-1730

**Classification:** Correctional Officer

**Department:** Department of Corrections

OGBONNAYA IKORO, CASE NO. 03-1741

**Classification:** Tax Technician, FTB

**Department:** Franchise Tax Board

BRYAN LUCKETTA, CASE NO. 03-1830

**Classification:** Correctional Officer

**Department:** Department of Corrections

GERALD PALONE, CASE NO. 03-2967

**Classification:** Correctional Officer

**Department:** Department of Corrections

SCOTT TOMLIN, CASE NO. 03-1665

**Classification:** Cadet, CHP

**Department:** California Highway Patrol

DMITRI VASSILIEV, CASE NO. 03-2411

**Classification:** Correctional Officer

**Department:** Department of Corrections

B. MEDICAL AND PSYCHOLOGICAL SCREENING  
APPEALS - NONE

Cases heard by a Staff Hearing Panel comprised of a managerial staff member of the State Personnel Board and a medical professional. The Board will be presented recommendations by a Hearing Panel on each appeal.

C. EXAMINATION APPEALS - NONE  
MINIMUM QUALIFICATIONS - NONE  
MERIT ISSUE COMPLAINTS - NONE

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

D. RULE 212 OUT-OF-CLASS APPEALS - NONE  
VOIDED APPOINTMENT APPEALS - NONE  
RULE 211 APPEALS - NONE

Cases heard by a Staff Hearing Officer, or a managerial staff member of the State Personnel Board. The Board will be presented recommendations by a Staff Hearing Officer for final decision on each appeal.

E. REQUEST TO FILE CHARGES CASES - NONE



PETITIONS FOR REHEARING CASES - NONE

Investigated by Appeals Division staff. The Board will be presented recommendations by Appeals Division staff for final decision on each request.

F. PSYCHOLOGICAL SCREENING CASES - NONE

Cases reviewed by Appeals Division staff, but no hearing was held. It is anticipated that the Board will act on these proposals without a hearing.

16. NON-HEARING CALENDAR

The following proposals are made to the State Personnel Board by either the Board staff or Department of Personnel Administration staff. It is anticipated that the Board will act on these proposals without a hearing.

Anyone with concerns or opposition to any of these proposals should submit a written notice to the Executive Officer clearly stating the nature of the concern or opposition. Such notice should explain how the issue in dispute is a merit employment matter within the Board's scope of authority as set forth in the State Civil Service Act (Government Code Section 18500 et seq.) and Article VII, California Constitution. Matters within the Board's scope of authority include, but are not limited to, personnel selection, employee status, discrimination and affirmative action. Matters outside the Board's scope of authority include, but are not limited to, compensation, employee benefits, position allocation, and organization structure. Such notice must be received not later than close of business on the Wednesday before the Board meeting at which the proposal is scheduled. Such notice from an exclusive bargaining representative will not be entertained after this deadline, provided the representative has received advance notice of the classification proposal pursuant to the applicable memorandum of understanding. In investigating matters outlined above, the Executive Officer shall act as the Board's authorized representative and recommend the Board either act on the proposals as submitted without a hearing or schedule the items for a hearing, including a staff recommendation on resolution of the merit issues in dispute.

A. FISH AND GAME WARDEN SERIES

The Department of Fish and Game (DFG) is proposing the following revisions to the Fish and Game Warden series specification: the class titles are being revised for consistency; revisions to the class specification to incorporate and update new laws regarding domestic violence and prior use of hard drugs by the applicant; revise the Minimum Qualifications to add a pattern whereby current peace officers can enter the class and obtain the necessary training to perform the duties of a law enforcement officer; abolishing the classes of Lieutenant, Fish and Game Patrol Board and Captain, Fish and Game Patrol Boat.

17. STAFF CALENDAR ITEMS FOR BOARD INFORMATION

Staff has approved the following:

A. JANITOR CLASSIFICATIONS

The Department of Personnel Administration proposed to re-title and make minor revisions to the State Janitor classifications as follows: Janitor to Custodian; Janitor Supervisor I to Lead Custodian; Janitor (Correctional Facility) to Custodian (Correctional Facility); Janitor Limited Service to Custodian Limited Service; Janitor Supervisor I (Correctional Facility) to Lead Custodian (Correctional Facility); Janitor Supervisor III (Correctional Facility) to Custodian Supervisor III (Correctional Facility); Janitor Supervisor III to Custodian Supervisor III; Janitor Supervisor II to Custodian Supervisor II; Janitor Supervisor II (Correctional Facility) to Custodian Supervisor II (Correctional Facility); Service Assistant (Janitor) to Service Assistant (Custodian).

18. CAREER EXECUTIVE ASSIGNMENT (CEA) CATEGORY ACTIVITY

This section of the Agenda serves to inform interested individuals and departments of proposed and approved CEA position actions.

The first section lists position actions that have been proposed and are currently under consideration.

Any parties having concerns with the merits of a proposed CEA position action should submit their concerns in writing to the Classification and Compensation Division of the Department of Personnel Administration, the Personnel Resources and Innovation Division of the State Personnel Board, and the department proposing the action.

To assure adequate time to consider objections to a CEA position action, issues should be presented immediately upon receipt of the State Personnel Board Agenda in which the proposed position action is noticed as being under consideration, and generally no later than a week to ten days after its publication.

In cases where a merit issue has been raised regarding a proposed CEA position action and the dispute cannot be resolved, a hearing before the five-member Board may be scheduled. If no merit issues are raised regarding a proposed CEA position action, and it is approved by the State Personnel Board, the action becomes effective without further action by the Board.

The second section of this portion of the Agenda reports those position actions that have been approved. They are effective as of the date they were approved by the Executive Officer of the State Personnel Board.

A. REQUESTS TO ESTABLISH NEW CEA POSITIONS  
CURRENTLY UNDER CONSIDERATION

(1) DEPUTY DIRECTOR, STATEWIDE  
AUTOMATED WELFARE SYSTEMS

The Health and Human Services Agency Data Center proposes to allocate the above position to the CEA category. The Deputy Director, Statewide Automated Welfare Systems plays a significant role in the development of policy governing the automation of public assistance programs in California.

(2) DEPUTY DIRECTOR, CHILD WELFARE  
SERVICES/CASE MANAGEMENT SYSTEM  
PROJECT

The Health and Human Services Agency Data Center proposes to allocate the above position to the CEA category. The Deputy Director, Child Welfare Services/Case Management System Project provides leadership and establishes policies and procedures for the Child Welfare Services/Case Management System (CSW/CMS) project.

B. EXECUTIVE OFFICER DECISIONS REGARDING  
REQUESTS TO ESTABLISH NEW CEA POSITIONS

(1) ASSISTANT DIRECTOR, CHILD SUPPORT  
SERVICES DIVISION

The Department of Child Support Service's request to allocate the above position has been approved effective June 18, 2004.

- 19. WRITTEN STAFF REPORT FOR BOARD INFORMATION
- 20. PRESENTATION OF EMERGENCY ITEMS AS  
NECESSARY

A D J O U R N M E N T

SUBMITTED

1. TEACHER STATE HOSPITAL (SEVERELY), ETC. Departments of Mental Health and Developmental Services. (Hearing held December 3, 2002).
2. VOCATIONAL INSTRUCTOR (SAFETY)(VARIOUS SPECIALTIES). Departments of Mental Health and Developmental Services. (Hearing held December 3, 2002).
3. TELEVISION SPECIALIST (SAFETY)  
The Department of Corrections proposes to establish the new classification Television Specialist (Safety) by using the existing Television Specialist class specification and adding "Safety" as a parenthetical to recognize the public aspect of their job, additional language will be added to the Typical Tasks section of the class specification and a Special Physical Characteristics section will be added. (Presented to Board March 4, 2003).

**NOTICE OF GOVERNMENT CODE § 18671.1 RESOLUTION**

Since Government Code section 18671.1 requires that cases pending before State Personnel Board Administrative Law Judges (ALJ's) be completed within six months or no later than 90 days after submission of a case, whichever is first, absent the publication of substantial reasons for needing an additional 45 days, the Board hereby publishes its substantial reasons for the need for the 45-day extension for some of the cases now pending before it for decision.

An additional 45 days may be required in cases that require multiple days of hearings, that have been delayed by unusual circumstances, or that involve any delay generated by either party (including, but not limited to, submission of written briefs, requests for settlement conferences, continuances, discovery disputes, pre-hearing motions). In such cases, six months may be inadequate for the ALJ to hear the entire case, prepare a proposed decision containing the detailed factual and legal analysis required by law, and for the State Personnel Board to review the decision and adopt, modify or reject the proposed decision within the time limitations of the statute.

Therefore, at its next meeting, the Board will issue the attached resolution extending the time limitation by 45 days for all cases that meet the above criteria, and that have been before the Board for less than six months as of the date of the Board meeting.

**GOVERNMENT CODE § 18671.1 RESOLUTION**

**WHEREAS**, Section 18671.1 provides that, absent waiver by the appellant, the time period in which the Board must render its decision on a petition pending before it shall not exceed six months from the date the petition was filed or 90 days from the date of submission; and

**WHEREAS**, Section 18671.1 also provides for an extension of the time limitations by 45 additional days if the Board publishes substantial reasons for the need for the extension in its calendar prior to the conclusion of the six-month period; and

**WHEREAS**, the Agenda for the instant Board meeting included an item titled "Notice of Government Code § 18671.1 Resolution" which sets forth substantial reasons for utilizing that 45-day extension to extend the time to decide particular cases pending before the Board;

**WHEREAS**, there are currently pending before the Board cases that have required multiple days of hearing and/or that have been delayed by unusual circumstances or by acts or omissions of the parties themselves;

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** that the time limitations set forth in Government Code section 18671.1 are hereby extended an additional 45 days for all cases that have required multiple days of hearing or that have been delayed by acts or omissions of the parties or by unusual circumstances and that have been pending before the Board for less than six months as of the date this resolution is adopted.

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(Cal 7/20/04)

TO: Members  
State Personnel Board

FROM: State Personnel Board - Legislative Office

SUBJECT: LEGISLATION

The status of major legislation being followed for impact on Board programs and the general administration of the State Civil Service Merit System is detailed in the attached report.

Any legislative action that takes place after the printing of this report, which requires discussion with the Board, will be covered during the Board meeting.

Please contact me directly should you have any questions or comments regarding this report. I can be reached at (916) 653-0453.

Sherry A. Hicks  
Director of Legislation

Attachment

**STATE PERSONNEL BOARD  
LEGISLATIVE TRACKING  
REPORT  
2003-2004 SESSION**

**Status as of  
July 6, 2004**



## ASSEMBLY BILLS (Tracking)

BILL/ AUTHOR	BOARD POSITION	SUBJECT	STATUS OF BILL
AB 79 Dutra	NEUTRAL	AB 79 would suspend requirements for state departments and local agencies to prepare and submit various reports to the Legislature or the Governor until January 1, 2008. (This bill was amended on 3/25/04)	<b>Location:</b> Senate Appropriations Committee.
AB 1825 Reyes	DEFER to DFEH	This bill would require employers with 3 or more employees to post, as specified, information concerning the illegality of sexual harassment and the remedies available to victims of sexual harassment and would require employers with 50 or more employees to provide 2 hours of training and education to all supervisory employees within one year of January 1, 2005, unless the employer has provided sexual harassment training and education to employees after January 1, 2004.	<b>Location:</b> Senate Third Reading
AB 1827 Cohn	NEUTRAL	Creates a new exception to both state and local government open meeting laws that would allow state and local government bodies to meet in closed session for the purpose of discussing a confidential final draft audit report from the Bureau of State Audits.	<b>Location:</b> Senate Third Reading
AB 1933 Pacheco	NEUTRAL	This bill would, among other things, extend the time for a public agency to respond to a request for public records from 10 to 20 days.	<b>Location:</b> Senate Third Reading
AB 2275 Dymally	SUPPORT	This bill would repeal those sections of the Government Code that is outdated with the inception of Proposition 209. In addition, it clarifies the responsibilities of State agencies EEO program. (Board sponsored)	<b>Location:</b> Senate Appropriations Committee. (Board-sponsored legislation)

## ASSEMBLY BILLS (Tracking)

BILL/ AUTHOR	BOARD POSITION	SUBJECT	STATUS OF BILL
AB 2314 Horton	NEUTRAL	This bill would make the same burden of proof in discipline cases involving managerial employees, as currently exists for non-managerial employees.	<b>Location:</b> Senate Third Reading
AB 2408 Yee	SUPPORT	This bill would require the survey and report to include additional information, and, if deficiencies in bilingual staffing are identified, would require state agencies to fill public contact jobs with qualified bilingual staff, unless exempted by the board, as specified.	<b>Location:</b> Assembly
AB 2637	OPPOSE UNLESS AMENDED	This bill would enact the Reporting by California State University Employees of Improper Governmental Activities Act, and would establish procedures for the investigation and determination of whistleblower retaliation complaints filed by California State University (CSU) employees with the State Personnel Board (SPB), similar to those currently included in a provision of the California Whistleblower Protection Act (WPA) (Government Code section 8547 <i>et seq.</i> )	<b>Location:</b> Senate Appropriations Committee
AB 2889 Laird	NEUTRAL	This bill would make employers responsible for the acts of non-employees with respect to all forms of harassment in the workplace where the employer or its agents or supervisors knew or should have known of the conduct and failed to take immediate and appropriate corrective action.	<b>Location:</b> Senate Appropriations Committee
AB 2900 Laird	SUPPORT	This bill would state the intent of the Legislature to enact legislation to address employment discrimination issues.	<b>Location:</b> Senate Appropriations Committee

## SENATE BILLS (Tracking)

BILL/ AUTHOR	BOARD POSITION	SUBJECT	STATUS OF BILL
SB 9 MCCLIN- TOCK	NO POSITION	Government Code relating to State employees' retirement.	<b>Location:</b> Amended (deals with safety employees) and moved to third reading file. DEAD.
SB 1342 SPEIER/ ROMERO		Among other things, this bill would provide a mechanism for greater cooperation and less duplication of effort between the OIG and the State Personnel Board (SPB) when those entities are conducting whistleblower retaliation investigations.	<b>Location:</b> Assembly Appropriations Committee
SB 1431 SPEIER		This bill would require the Director of the Department of Corrections and the Director of the Youth Authority to: (1) provide for the development and implementation of a disciplinary matrix with offenses and associated punishments, that would apply to all employees of the respective department and would be consistent statewide; (2) adopt a code of conduct that clearly states an employee's responsibility to report employee misconduct and to cooperate in any law enforcement investigation; and (3) develop a program to ensure the protection of employees who have reported improper conduct and who need counseling and personal protection.	<b>Location:</b> Assembly Third Reading
SB 1819 Ashburn	NEUTRAL	This bill would allow the disclosure of records and information, under specified conditions, of a person with developmental disabilities to a state civil service employee against whom an adverse action has been filed, when necessary for the employee to defend against the adverse action.	<b>Location:</b> Assembly Appropriations Committee

## SENATE BILLS (Tracking)

BILL/ AUTHOR	BOARD POSITION	SUBJECT	STATUS OF BILL
SB 1892 Burton		This bill would repeal the provision of law of law that authorizes an employee organization that represents state employees to request the board to determine whether a proposed personal service contract, of a type that the state agency is not required to notify the board of its intention to enter into, is permitted by law.	<b>Location:</b> Assembly Appropriations Committee (SUSPENSE FILE)

**STATE PERSONNEL BOARD**

**NON-HEARING CALENDAR**

**RE: BOARD CALENDAR JULY 20, 2004**

(Cal. 7/20/04)

MEMO TO: STATE PERSONNEL BOARD

FROM: KAREN COFFEE, Chief, Merit Employment and Technical  
Resources Division

SUBJECT: Non-Hearing Calendar Items for Board Action.

Staff have evaluated these items and recommend the following action be taken:

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A. FISH AND GAME WARDEN SERIES

The Department of Fish and Game (DFG) is proposing the following revisions to the Fish and Game Warden series specification: the class titles are being revised for consistency; revisions to the class specification to incorporate and update new laws regarding domestic violence and prior use of hard drugs by the applicant; revise the Minimum Qualifications to add a pattern whereby current peace officers can enter the class and obtain the necessary training to perform the duties of a law enforcement officer; abolishing the classes of Lieutenant, Fish and Game Patrol Board and Captain, Fish and Game Patrol Boat.



TO: STATE PERSONNEL BOARD

FROM: MARGIE IMAI, Staff Personnel Program Analyst  
Department of Personnel Administration

REVIEWED BY: JOSIE FERNANDEZ, Program Manager  
Department of Personnel Administration

ROBERT K. PAINTER, Chief, Policy and Operations Division  
Department of Personnel Administration

SUBJECT: Proposed title change and specification revision for the classes appearing in the Fish and Game Warden series specification; and proposed abolishment of the Lieutenant, Fish and Game Patrol Boat and Captain, Fish and Game Patrol Boat classes.

SUMMARY OF ISSUES:

The Department of Fish and Game (DFG) is proposing to retitle and revise the Fish and Game Warden series specification. The class titles are being revised for consistency and the class specification is being revised and updated to incorporate new laws regarding domestic violence and the prior use of hard drugs by the applicant. DFG is also proposing to revise the minimum qualifications to add a pattern whereby current peace officers can enter the Fish and Game Warden class and obtain the necessary training to perform the duties of a DFG law enforcement officer. The classes of Lieutenant, Fish and Game Patrol Boat and Captain, Fish and Game Patrol Boat are also being proposed for abolishment.

CONSULTED WITH:

Debbie Gojnic, Department of Fish and Game  
Joan Bettati, Department of Fish and Game  
Jennifer Roche, State Personnel Board  
Karen Coffee, State Personnel Board  
Tim Virga, Department of Personnel Administration  
Alan Barcelona, California Union of Safety Employees  
Dennis DeAnda, California Fish and Game Warden Supervisor and Manager  
Association

In accordance with the terms of the DPA/CAUSE contract, DPA has notified the union in writing of this proposal.

State Personnel Board  
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#### BACKGROUND AND CONSIDERATIONS:

See attached proposal.

#### RECOMMENDATIONS:

1. That the titles of the following classes be changed as indicated; and the proposed revised specification for these classes appearing in the Fish and Game Warden series specification shown in this calendar be adopted.

<u>From</u>	<u>To</u>
Fish and Game Warden, Department of Fish and Game	Fish and Game Warden
Fish and Game Patrol Lieutenant (Specialist)	Fish and Game Lieutenant (Specialist)
Fish and Game Patrol Lieutenant (Supervisor)	Fish and Game Lieutenant (Supervisor)
Fish and Game Patrol Captain	Fish and Game Captain
Regional Patrol Chief, Department of Fish and Game	Fish and Game Assistant Chief

2. That the classes of Lieutenant, Fish and Game Patrol Boat and Captain, Fish and Game Patrol Boat be abolished.

## B. CLASSIFICATION CONSIDERATIONS

### BACKGROUND

1. **Provide some historical perspective about the organizational setting of the subject class(es) and the needs that this request addresses.**

Department of Fish and Game (DFG) law enforcement personnel are designated as peace officers under Penal Code Section 830.2. Their primary responsibility is enforcing laws in the Fish and Game Code and the orders, rules, and regulations of the Fish and Game Commission. The task of protecting California's fish and wildlife make DFG law enforcement one of the most visible forms of protection and enforcement in the State. While DFG's law enforcement personnel enforces fishing and hunting codes and cite violators, their responsibilities also encompasses the protection of California's natural resources through enforcement of laws and investigation of violations of pollution regulations and illegal destruction of streambed habitat and water diversions. Additionally, DFG law enforcement personnel respond to off-highway petroleum and hazardous material spills throughout the State. DFG law enforcement personnel routinely arrest and apprehend suspects for violations, investigate reports of violations, and issue warnings and citations. Wardens also prepare cases for prosecution from the initial field investigation to the presentation in court and engage in various enforcement activities from undercover stings to highly visible patrols. The patrols take place in the air, on lakes, rivers, streams and ocean, and on the ground.

Other law enforcement agencies (i.e., county sheriff, California Highway Patrol, Local Federal District Ranger) depend upon and use DFG law enforcement as backup personnel for other than fish and game issues (i.e., drug arrests, robberies in progress, high-risk felony vehicle stops). While performing backup assistance to other law enforcement agencies, DFG law enforcement personnel also enforce the Penal, Vehicle, and Health and Safety codes. Moreover, under an agreement with the Department of the Interior and the U.S. Fish and Wildlife Service, all DFG law enforcement staff are specially appointed as a United States law enforcement officer, authorized to enforce Federal fish and wildlife laws within the State, and in states immediately adjacent to California. Additionally, because of recent national terrorists threats and the fact that our nation is at war, DFG law enforcement officers are required to assist multiple law enforcement agencies in the protection of public safety and provide increased security at numerous locations throughout the State.

DFG is proposing to revise the Fish and Game series specification to include a title change for the classes within the series to allow for consistency; revise the minimum qualifications to expand their recruitment pool of current peace officers outside of DGF; and to reflect change in Title 2 of the California Code of Administration, Division 1, Administrative Personnel, which concerns the disclosure of prior drug use by peace officer candidates, and the Federal Omnibus Consolidated Appropriations Act of 1997 which make it unlawful for any person convicted of a misdemeanor crime of domestic violence to ship, transport, posses, or receive firearms or ammunition.

Additionally, DFG is requesting that the classes of Lieutenant, Fish and Game Patrol Boat and Captain, Fish and Game Patrol Boat be abolished. In 1995, the DFG revised the Fish and Game Warden series and incorporated the duties and responsibilities of the

Lieutenant and Captain, Fish and Game Patrol Boat classifications. These classes are now redundant and obsolete.

## **CLASSIFICATION CONSIDERATIONS**

### **2. What classification(s) does the subject class(es) report to?**

- Warden Cadets may report to Fish and Game Wardens, Lieutenants and Captains, and Assistant Chiefs.
- Fish and Game Wardens report to Lieutenants.
- Lieutenants report to Captains.
- Captains report to Assistant Chiefs.
- Assistant Chiefs report to the Chief of Enforcement.

### **3. Will the subject class(es) supervise? If so, what class(es)?**

See number two above.

### **4. What are the specific duties of the subject class(es)?**

The Fish and Game Warden series describes work concerned with the prevention of violations and the enforcement of laws and regulations relating to the conservation and protection of fish, wildlife, and their habitat. As peace officers, incumbents in this series may also be required to take action in crimes of a general nature, including violations of Penal, Vehicle, Health and Safety Codes and others to preserve and protect all public health and safety. This may include arresting armed and dangerous felons, arresting drug traffickers and seizing related evidence, stopping and arresting drunk drivers, and taking emergency action to preserve life in traffic or other accidents.

Work assignments in the series involve administering and enforcing fish, wildlife, and habitat protection laws, rules and regulations; conducting investigations with full participation in surveillance, interviewing witnesses, searching for and taking custody of physical evidence; seizing illegal fish, wildlife and equipment connected with violations, securing and serving search warrants, making arrests and testifying in court; coordinating cases with the district attorney, attorney general, and the Department of Justice; investigating the importation, buying and selling, transportation and possession of illegal fish and wildlife; investigating wildlife crop damage and advising landowners on countermeasures; issuing depredation permits; working undercover; inspecting commercial fishing operations, canneries, processors, and fish markets and fish landings; collecting and reporting of information on the condition of fish, wildlife, and their habitat; inspecting facilities for the care of native and exotic wildlife maintained in captivity; preparing, enforcing, and inspecting streambed alteration agreements; assisting in the planning of controlled hunts; giving information to the general public; attending and speaking at meetings of sportspersons, civic, and other groups; developing fishing and hunting regulations, laws, rules, and policies; preparing correspondence and reports; performing special staff assignments; assisting in promoting and conducting hunter education training; administering departmental wildlife protection training; responding to and investigating suspected pollution, oil, and hazardous material spills; assisting other law enforcement agencies. Assignment may include patrol duties aboard fish and game vessels; horse patrol, snow patrol, the use of

backpacking equipment or other special safety equipment; performance of scuba diving duties;  
responsibility for the supervision of cadets and training of cadets.

**5. What is the decision-making responsibility of the subject class(es)?**

See number four above.

**6. What would be the consequence of error if incumbents in the subject class(es) did not perform their jobs? (Program problems, lost funding, public safety compromised, etc.)**

- Inadequate protection for the public;
- Inadequate protection for wildlife/natural resources and habitat;
- Longer response time to violations, crimes in progress, and hazardous spills;
- Increased liability exposure resulting from poor response capability;
- An increase in violence and property crimes;
- Increased threat to protected species;
- Increased risk to existing law enforcement staff;
- Increased cost as a result of liability claims and restoration of damaged natural resources; and
- Diminished public education programs.

**7. What are the analytical requirements expected of incumbents in the subject class(es)?**

See number four above.

**8. What are the purpose, type, and level of contacts incumbents in the subject class(es) make?**

Fish and Game Wardens have daily contact with members of the public; from a hunter or fisherman, to a county judge or district attorney. They interact with other law enforcement agencies, commercial fishing companies, hazardous spill response employees, the Coast Guard, and the Homeland Security Agency, to name a few. Fish and Game Wardens patrol an area encompassing nearly 600 square miles and are involved in local community organizations and the public they serve.

**9. NEED FOR NEW CLASS (if necessary)**

**For new classes only: what existing classes were considered and why were they not appropriate?**

Not applicable

**10. MINIMUM QUALIFICATIONS**

**What are the proposed or current minimum qualifications of the subject class(es), and why are they appropriate? (Include inside and outside patterns.)**

DFG is proposing to revise the minimum qualifications as follows:

## ALL CLASSES

The following requirements are part of the "Minimum Qualifications" for all classes in the series.

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. Applicants who do not possess this license will be admitted to the examination but must secure the license prior to appointment. and

Education: Equivalent to completion of two years (60 semester units) of college with 18 semester units in the biological sciences, police science or law enforcement, natural resources conservation, ecology, or related fields. (Students who have 30 semester units of college, and have 18 semester units completed in the required or related fields, will be admitted to the examination but must produce evidence of completion of 60 semester units before they can be considered eligible for appointment.)

## FISH AND GAME WARDEN, ~~DEPARTMENT OF FISH AND GAME~~

### Either I

Successful completion of the POST accredited prescribed Fish and Game Law Enforcement Academy and possession of a valid POST basis peace officer certificate at the time of appointment.

### Or II

Possession of a valid P.O.S.T. basic peace officer academy certificate and service as a full-time California peace officer as defined by Penal Code sections 830.1 or 830.2.

## FISH AND GAME PATROL LIEUTENANT (SPECIALIST) FISH AND GAME PATROL LIEUTENANT (SUPERVISOR)

Two years of experience in the California state service performing the duties of a peace officer class at a level of responsibility equivalent to that obtained in the class of Fish and Game Warden, ~~Department of Fish and Game~~, Range B.

## FISH AND GAME PATROL CAPTAIN

### Either I

One year of experience in the California state service performing the duties of a peace officer class at a level of responsibility equivalent to that obtained in the class of Fish and Game Patrol Lieutenant (Specialist) or Fish and Game Patrol Lieutenant (Supervisor).

### Or II

Three years of experience in the California state service performing the duties of a peace officer class at a level of responsibility equivalent to that obtained in the class of Fish and Game Warden, ~~Department of Fish and Game~~, Range B.

~~REGIONAL PATROL CHIEF, DEPARTMENT OF FISH AND GAME~~ ASSISTANT CHIEF

Either I

Two years of experience in California state service performing the duties of a peace officer class at a level of responsibility equivalent to that obtained in the class of Fish and Game ~~Patrol~~ Captain.

Or II

Four years of experience in the California state service performing the duties of a peace officer class at a level of responsibility equivalent to that obtained in the class of Fish and Game ~~Patrol~~ Lieutenant (Specialist) or Fish and Game ~~Patrol~~ Lieutenant (Supervisor).

DFG is proposing to add a pattern whereby current peace officers can enter the Fish and Game Warden class and obtain the necessary training to perform the duties of a DFG law enforcement officer. The proposed revision to the minimum qualifications adds new language which will enhance DFG's recruitment efforts by allowing current peace officers outside DFG to be hired as Wardens. Currently, they must attend the six month training academy as a Fish and Game Warden Cadet. By allowing current peace officers to enter at the Warden level, the department will expand their candidate pool. Candidates are reluctant to apply for the Fish and Game Warden Cadet class as their current pay, which in most cases is higher than a Fish and Game Warden Cadet.

DFG is also proposing revisions to the "Disqualification" section of the class specifications. Existing law provides that persons convicted of a felony or convicted of a misdemeanor crime of domestic violence are disqualified from employment as peace officers. Such persons are not eligible to compete or be appointed to positions in these classes.

Due to the Gun Control Act of 1968 being amended by the Federal Omnibus Consolidated Appropriations Act of 1997, DFG is requesting to update the specifications to include:

You are disqualified from being employed as a peace officer under the Gun Control Act of 1968 as amended by the Federal Omnibus Consolidated Appropriations Act of 1997, which makes it unlawful for any person convicted of a misdemeanor crime of domestic violence to ship, transport, possess, or receive firearms or ammunition. A misdemeanor crime of domestic violence means an offense that (1) is a misdemeanor under Federal or State law; and (2) has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabited with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of a victim. This definition includes all misdemeanors that involve the use or attempted use of physical force and is true whether or not the State statute or

local ordinance specifically defines the offense as a domestic violence misdemeanor.

The current specifications contain language pertaining to an applicant's use of "hard" drugs which state "subsequent to applicant's 18<sup>th</sup> birthday shall be grounds for disqualification from the examination unless 10 years elapsed from the date of the disclosed use of the drug." However, Title 2, section 213.5( c ) of the California Code of Regulations was expanded to read:

"Use of hard drugs (e.g., heroin, cocaine, or hallucinogenic) subsequent to applicant's 18<sup>th</sup> birthday and prior to his or her twenty-third birthday, shall be grounds for disqualification from the examination unless 5 years have elapsed from the date of the disclosed or revealed use of the drug. If any such disclosed or revealed use has occurred on or after the applicant's twenty-third birthday, he or she shall be disqualified from the examination in which he or she is competing until 10 years have elapsed from the date of the disclosed or revealed use. The disqualification period shall begin on the date that the drug was used, and not on the date that the drug use was disclosed or revealed.

#### **PROBATIONARY PERIOD**

**11. If a probationary period other than six months is proposed, what is the rationale?**

Not applicable – This revision does not change the previously established probationary period.

#### **STATUS CONSIDERATIONS**

**12. What is the impact on the current incumbents?**

Current incumbents will only be affected by a class title change.

There are no incumbents in the classes of Lieutenant, Fish and Game Patrol Board and Captain, Fish and Game Patrol Boat.

**13. Will current employees move by examination, transfer, reallocation, split-off, etc? Explain rationale.**

Not applicable



**CONSULTED WITH**

- 14. In addition to the department contacts listed on the cover sheet, list the names and affiliations of persons who were consulted during the development of this proposal.**

Bernadette Fees, DFG  
Kathy Killian, DFG  
Rona Murray, DFG  
Mike Carion, DFG, Training Academy  
Ray Hernandez, DFG, Human Resources  
Tom Harmon, DFG  
Greg Laret, DFG  
Phil Gaskins, DFG

# CALIFORNIA STATE PERSONNEL BOARD

## SPECIFICATION

FISH AND GAME WARDEN, ~~DEPARTMENT OF FISH AND GAME~~  
 Series Specification  
 (Established April 3, 1974)

### SCOPE

This series specification describes six Fish and Game Warden classes used in the Department of Fish and Game.

<u>Schem</u>	<u>Class</u>	
<u>Code</u>	<u>Code</u>	<u>Class</u>
VB94	8486	Fish and Game Warden Cadet
VB90	8421	Fish and Game Warden, <del>Department of Fish and Game</del>
VB80	8005	Fish and Game <del>Patrol</del> Lieutenant (Specialist)
VB75	8418	Fish and Game <del>Patrol</del> Lieutenant (Supervisor)
VB50	8412	Fish and Game <del>Patrol</del> Captain
VB20	8405	<del>Regional Patrol Chief, Department of Fish and Game</del> <u>Assistant Chief</u>

### DEFINITION OF SERIES

The Fish and Game Warden series describes work concerned with the prevention of violations and the enforcement of laws and regulations relating to the conservation and protection of fish, wildlife, and their habitat. As peace officers, incumbents in this series may also be required to take action in crimes of a general nature, including violations of Penal, Vehicle, Health and Safety Codes, and others to preserve and protect all public health and safety. This may include arresting armed and dangerous felons, arresting drug traffickers and seizing related evidence, stopping and arresting drunk drivers, taking emergency action to preserve life in traffic or other accidents, and participating in Homeland Security efforts on State lands and waters. Incumbents above the cadet level are designated as peace officers. Positions in this series may involve responsibilities or duties in a regional or headquarters office.

Work assignments in the series involve administering and enforcing fish, wildlife, and habitat protection laws, rules, and regulations; conducting investigations with full participation in surveillance, interviewing witnesses, searching for and taking custody of physical evidence, ~~seizure of~~ seizing illegal fish, wildlife and equipment connected with violations, securing and serving search warrants, making arrests and testifying in court; coordinating cases with the district attorney, attorney general, and the Department of Justice; investigating the importation, buying and selling, transportation, and possession of illegal fish and wildlife; ~~investigating wildlife crop damage and advising landowners on countermeasures; issuing depredation permits; working undercover; responsibility for inspection of~~ inspecting commercial fishing

operations, canneries, processors, and fish markets and fish landings; collecting and reporting of information on the condition of fish, wildlife, and their habitat; inspecting facilities for the care of native and exotic wildlife maintained in captivity; ~~preparing, enforcing, and inspecting~~ conducting compliance inspections and enforcing provisions of streambed alteration agreements and habitat-related crimes; assisting in the planning of controlled hunts; giving information to the general public; attending and speaking at meetings of sportspersons, civic, and other groups; developing fishing and hunting regulations, laws, rules, and policies; preparing correspondence and reports; performing special staff assignments; assisting in promoting and conducting hunter education training; administering departmental wildlife protection training; responding to and investigating suspected pollution, oil, and hazardous material spills; assisting other law enforcement agencies; and may be required to investigate wildlife crop damage and advise land owners on countermeasures, and issue depredation permits, if necessary. Assignment may include patrol duties aboard a fish and game vessel; horse patrol, snow patrol, the use of backpacking equipment or other special safety equipment; performance of scuba diving duties; and responsibility for the supervision of cadets and training of cadets.

### ENTRY LEVELS

Entry into this series is typically at the Fish and Game Warden Cadet level. Those individuals who have successfully completed a basic law enforcement academy accredited by the Commission on Peace Officer Standards and Training (POST) shall be appointed to Range A or B of the Fish and Game Warden, ~~Department of Fish and Game~~, class as appropriate. All Fish and Game Warden Cadet and Fish and Game Warden appointees must successfully complete the required field training programs. Incumbents who do not enter the series through the Fish and Game Warden Cadet classification, and who have completed a POST accredited basic law enforcement academy, must also successfully complete the prescribed Fish and Game training.

### FACTORS AFFECTING POSITION ALLOCATION

These are work elements which can be compared to measure the similarity and evaluate the level of positions. The following allocation factors are typically used to evaluate the level and complexity of positions to assure consistency.

Level, variety, and complexity of work; nature of public contact; supervision exercised and received; latitude for independent judgment and action; responsibility for decision; and influence on departmental policy, program evaluation, budget decisions, or legislative recommendations.

### DEFINITION OF LEVELS

#### FISH AND GAME WARDEN CADET

This is the recruiting and training level for the series. Under close supervision, incumbents participate in a POST accredited basic law enforcement training ~~program~~ academy to learn the work of a Fish and Game Warden, ~~Department of Fish and Game~~. Incumbents who do not successfully complete the prescribed law enforcement academy ~~accredited by POST~~ will be ineligible for appointment to the class of Fish and Game Warden, ~~Department of Fish and Game~~.

#### FISH AND GAME WARDEN, ~~DEPARTMENT OF FISH AND GAME~~

This is the first working and journey level of the series. Under general supervision, incumbents perform patrol and investigative duties and may be assigned a geographic area; enforce laws relating to fish and wildlife conservation; issue citations; make arrests; collect evidence and complete crime reports; testify in court; investigate reported fish and game violations; perform patrol duties aboard a fish and game vessel; respond to and investigate pollution, oil, and hazardous material spills; act as Incident Commander in minor oil and hazardous material spills; develop and enforce streambed alteration agreements; explain the Department's programs before groups; work as field training officers (FTOs); assist other law enforcement agencies. Incumbents may be assigned special administrative assignments performing the less difficult analysis and staff work such as the initial review of a legislative bill analysis. Incumbents may be required to work out of their home and maintain a home office, and in remote locations.

#### FISH AND GAME PATROL LIEUTENANT (SPECIALIST)

This is the advanced journey level in the series. In a specialist assignment, under direction, incumbents implement specific programs; independently perform the more difficult analysis and staff review work; conduct the more difficult and complex investigations; assist supervisors with training issues; review legislative bills; assist in promoting uniform application of procedures; coordinate and review

regulation proposals; assist in the development of procedures; deal with the public on the more sensitive enforcement issues; direct field training activities; review streambed alteration agreements; and act as Incident Commander in large oil and hazardous material spills.

#### FISH AND GAME ~~PATROL~~ LIEUTENANT (SUPERVISOR)

This is the first supervisory level in the series. Under direction, incumbents supervise and direct the work of Fish and Game Wardens and other personnel in a geographic area of the State; patrol and investigate violations; perform patrol duties aboard a fish and game vessel; supervise work involved in oil and hazardous material spills; act as Incident Commander in large oil and hazardous material spills; direct and review streambed alteration agreements; deal with the public on the more sensitive enforcement issues; investigate citizens complaints; conduct internal affairs investigations; conduct or coordinate required training; supervise FTO activities; plan and assign work; evaluate performance and take appropriate action; inspect equipment and implement safe work practices; and explain the Department's programs before groups.

#### FISH AND GAME ~~PATROL~~ CAPTAIN

This is the second supervisory level in the series. Under general direction, incumbents supervise and direct the work of Fish and Game ~~Patrol~~ Lieutenants, Fish and Game Wardens, or other personnel; are responsible for an operating budget to plan and conduct enforcement efforts in a geographic area of the State; make recommendations concerning the arrest and prosecution of violators; plan and conduct effective patrols on land and/or utilizing fish and game vessels; supervise and manage equipment use; conduct internal affairs investigations; evaluate, negotiate, and enforce streambed alteration agreements and water pollution violations; act as Incident Commander in major oil and hazardous material spills; ~~plan, conduct, and evaluate Advanced Peace Officer training~~; evaluate performance and take appropriate action; represent the Department before groups; compose difficult correspondence and reports for the Division Chief, Regional Manager, and Director. In a specialist assignment, incumbents are responsible for directing and managing statewide programs or programs of high intensity. Incumbents perform staff functions such as recommending changes in laws, regulations, and procedures; assist in proposing changes to departmental policy; prepare documents related to Fish and Game Code regulations and California Code of Regulations; evaluate potential impacts of proposed law enforcement changes and make recommendations; act as Incident Commander in major oil and hazardous material spills; assist in budget preparation; prepare administrative reports; complete appropriate legal documents and reports; conduct and coordinate internal affairs investigations; respond to complex law enforcement-related questions and complaints; plan, develop, and coordinate FTO, Advanced Peace Officer, Defensive Tactics, Firearms Proficiency, Specialized Vehicle Operations, and other training; conduct and evaluate Advanced Peace Officer training; ~~or and~~ operate the cadet training academy.

#### ~~REGIONAL PATROL CHIEF, DEPARTMENT OF FISH AND GAME~~ ASSISTANT CHIEF

This is the highest supervisory level in the series. Under general direction, incumbents supervise an assigned staff; provide high level assistance on extremely sensitive wildlife protection matters; enforce laws, rules, and regulations; ensure that the wildlife protection mission is accomplished; promote uniform application of policies, laws, and regulations; review recommendations for legislative bills; review reports and correspondence for impact on the

wildlife protection function; act as a liaison with other agencies and organizations on wildlife matters; supervise and have full responsibility over major statewide programs which have strong legislative or political interest, major law enforcement concerns, major public concern and awareness, extensive media coverage and multiagency involvement; develop policy; assist in law and regulation changes; assist in budget preparation and assess budget requests; coordinate program activities with other functions; keep management informed of extremely significant law enforcement issues and problems; and represent the ~~Division~~ Branch Chief or Regional Manager in their absence.

### MINIMUM QUALIFICATIONS

#### ALL CLASSES:

The following requirements are part of the "Minimum Qualifications" for all classes in the series.

Education: Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. Applicants who do not possess this license will be admitted to the examination but must secure the license prior to appointment.

and

Education: Equivalent to completion of two years (60 semester units) of college with 18 semester units in the biological sciences, police science or law enforcement, natural resources conservation, ecology, or related fields. (Students who have 30 semester units of college, and have 18 semester units completed in the required or related fields, will be admitted to the examination, but must produce evidence of completion of 60 semester units before they can be considered eligible for appointment.)

ALL CLASSES EXCEPT FISH AND GAME WARDEN CADET

FISH AND GAME WARDEN

Successful completion of the POST accredited prescribed Fish and Game Law Enforcement Academy and possession of a valid POST basic peace officer certificate at time of appointment.

Or

Possession of a valid POST basic peace officer academy certificate and service as a full-time California peace officer as defined by Penal Code Sections 830.1 or 830.2 at time of appointment.

~~FISH AND GAME WARDEN, DEPARTMENT OF FISH AND GAME~~

~~Successful completion (within the last three years) of a POST certified basic peace officer academy.~~

~~FISH AND GAME PATROL LIEUTENANT (SPECIALIST)~~  
~~FISH AND GAME PATROL LIEUTENANT (SUPERVISOR)~~

~~Two years of experience in the California state service performing the duties of a peace officer class at a level of responsibility equivalent to that obtained in the class of Fish and Game Warden, Department of Fish and Game, Range B.~~

~~FISH AND GAME PATROL CAPTAIN~~

Either I

One year of experience in the California state service performing the duties of a peace officer class at a level of responsibility equivalent to that obtained in the class of Fish and Game Patrol Lieutenant (Specialist) or Fish and Game Patrol Lieutenant (Supervisor).

Or II

Three years of experience in the California state service performing the duties of a peace officer class at a level of responsibility equivalent to that obtained in the class of Fish and Game Warden, Department of Fish and Game, Range B.

~~REGIONAL PATROL CHIEF, DEPARTMENT OF FISH AND GAME~~ ASSISTANT CHIEF

Either I

Two years of experience in the California state service performing the duties of a peace officer class at a level of responsibility equivalent to that obtained in the class of Fish and Game Patrol Captain.

Or II

Four years of experience in the California state service performing the duties of a peace officer class at a level of responsibility equivalent to that obtained in the class of Fish and Game Patrol Lieutenant (Specialist) or Fish and Game Patrol Lieutenant (Supervisor).

### KNOWLEDGE AND ABILITIES

#### FISH AND GAME WARDEN CADET

Ability to: Gather and analyze facts; reason logically, draw valid conclusions, and make appropriate recommendations; follow instructions; communicate effectively and write clearly and concisely; establish and maintain effective working relationships with those contacted in the work; learn rules and regulations; interpret, apply, and enforce fish and game laws; read and interpret maps; analyze situations accurately, think and act quickly in emergencies, and take effective action; establish and maintain tactful and effective relations with the public; learn safety and proficiency with firearms, peace officer protective equipment, and other equipment used on the job; and administer first aid treatment.

#### FISH AND GAME WARDEN, ~~DEPARTMENT OF FISH AND GAME~~

Knowledge of: Investigation techniques and procedures; rules of evidence and court procedures; laws of arrest, search and seizure and legal rights of citizens, and service of legal process; State and applicable Federal laws; basic principles and techniques of natural resources management; habits, life histories, ecological relationships, and geographical distribution of sport and commercial fishes and wildlife in California; sport and commercial fishing and hunting practices and equipment; and current court decisions.

Ability to: All of the above, and assist in the interpretation and application of biological information and laws and regulations to specific situations; participate effectively in investigations and interviews; work on field assignments without close supervision and primarily on own initiative; train and act as a lead over new Fish and Game Wardens ~~and reserve Fish and Game Wardens or assistants~~; and prepare accurate and concise reports.



## FISH AND GAME PATROL LIEUTENANT (SPECIALIST)

Knowledge of: All of the above, and the provisions of the Fish and Game Code and other laws, rules, regulations, and policies relating to the conservation and protection of fish, wildlife, and their habitat in California; and instruction in the care and use of firearms and equipment.

Ability to: All of the above, and implement specific programs; direct or conduct complex investigations of fish and game law violations; conduct internal affairs investigations; and coordinate required training.

## FISH AND GAME PATROL LIEUTENANT (SUPERVISOR)

Knowledge of: All of the above, and basic supervision; ~~the Department's Equal Opportunity Program objectives; a supervisor's role in the Equal Opportunity Program and the processes available to meet equal opportunity objectives and a manager's/supervisor's responsibility for promoting equal opportunity in hiring, employee development, and promotion and for maintaining a work environment that is free of discrimination or harassment.~~

Ability to: All of the above, and supervise and direct work; evaluate employee performance; conduct internal affairs investigations; and effectively contribute to ~~the Department's equal opportunity objectives~~ promoting equal opportunity in employment and maintaining a work environment that is free of discrimination and harassment.

## FISH AND GAME PATROL CAPTAIN

Knowledge of: All of the above, and principles and techniques of personnel management; and in-service training.

Ability to: All of the above, and implement programs to protect fish and wildlife resources; plan, conduct, and evaluate training programs; coordinate special enforcement activities; coordinate internal affairs investigations; and assist in budget preparation.

REGIONAL PATROL CHIEF, DEPARTMENT OF FISH AND GAME ASSISTANT CHIEF

Knowledge of: All of the above, and program planning; Department policy; and the Department's funding and budget process.

Ability to: All of the above, and evaluate programs; develop policy; promote uniform application of policies, laws, and regulations; organize and manage statewide programs; and represent the ~~Division~~ Branch Chief or Regional Manager at anytime.

ADDITIONAL DESIRABLE QUALIFICATIONS

## ALL CLASSES:

Ability to use word processing software on personal computers; ability to make minor vehicle repairs when service is not available; and ability to safely operate fish and game vessels.

SPECIAL PERSONAL CHARACTERISTICS

## ALL CLASSES:

Willingness to work unusual hours and on Saturdays, Sundays, and holidays; willingness to live and work throughout the State; satisfactory record as a law-abiding citizen; neat personal appearance; tact; reliability; keenness of observation; and interest in and aptitude for fish and wildlife conservation and law enforcement work.

SPECIAL PHYSICAL REQUIREMENTS

## FISH AND GAME WARDEN CADET

~~FISH AND GAME WARDEN, DEPARTMENT OF FISH AND GAME~~

Sound physical condition, ability to swim, and hearing adequate to perform the duties of the position; visual acuity of not less than 20/40 in each eye without correction and corrected to not less than 20/20 in each eye; normal color vision as measured by the Ishihara Pseudoisochromatic Plate Test or for persons failing the Ishihara, the Farnsworth D-15 Arrangement Test; and a peripheral field of view of at least 120 degrees of horizontal extent and 100 degrees of vertical extent, with no evidence of scotomas (nonseeing areas) within the full visual field of each eye.

FELONY DISQUALIFICATION

## ALL CLASSES:

Existing law provides that persons convicted of a felony or convicted of a misdemeanor crime of domestic violence are disqualified from employment as peace officers. Such persons are not eligible to compete for or be appointed to positions in these classes.

You are disqualified from being employed as a peace officer under Government Code 1029 if (1) you have been convicted of a felony in this State or any other state; (2) you have been convicted of any offense in any other state which would have been a felony if committed in this State; (3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; (4) you have been found not guilty by reason of insanity of any felony; (5) you have been determined to be a mentally disordered sex offender; or (6) you have been addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution.

You are disqualified from being employed as a peace officer under the Gun Control Act (GCA) of 1968 as amended by the Federal Omnibus Consolidated Appropriations Act of 1997, which makes it unlawful for any person convicted of a misdemeanor crime of domestic violence to ship, transport, posses, or receive firearms or ammunition. A misdemeanor crime of domestic violence means an offense that (1) is a misdemeanor under Federal or State law; and (2) has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim. This definition includes all misdemeanors that involve

the use or attempted use of physical force and is true whether or not the State statute or local ordinance specifically defines the offense as a domestic violence misdemeanor.

Use of "hard" drugs (e.g., heroin, cocaine, or hallucinogenic) subsequent to applicant's 18th birthday and prior to his or her twenty-third birthday, shall be grounds for disqualification from the examination unless 40 5 years elapsed from the date of the disclosed or revealed use of the drug. If any such disclosed or revealed use has occurred on or after the applicant's twenty-third birthday, he or she shall be disqualified from the examination in which he or she is competing until 10 years have elapsed from the date of the disclosed or revealed use. The disqualification period shall begin on the date that the drug was used, and not on the date that the drug use was disclosed or revealed.

### CITIZENSHIP REQUIREMENT

ALL CLASSES:

Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. citizen or be a permanent resident alien who is eligible for and has applied for U.S. citizenship.

Denial of an application for citizenship shall result in termination of employment.

### DRUG TESTING REQUIREMENT

ALL CLASSES:

Applicants for positions in this class are required to pass a drug screening test. Drug testing of current State employees who are applicants in an examination or who are transferring is permitted only if the person does not have current appointment to a class for which drug testing is a requirement.

### CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Fish and Game Warden Cadet		3/8/88	6/7/95 --
Fish and Game Warden, Department of Fish and Game		3/1/88	6/7/95
Fish and Game Patrol Lieutenant (Specialist)		6/7/95	--
Fish and Game Patrol Lieutenant (Supervisor)		4/3/74	6/7/95 6/7/95
Fish and Game Patrol Captain		1931	6/7/95 3/23/56
Regional Patrol Chief, Department Chief		5/16/52	6/7/95 10/7/86 of Fish and Game <u>Assistant</u>

ccd/sks

MEMO TO: STATE PERSONNEL BOARD

FROM: KAREN COFFEE, Chief, Merit Employment and Technical  
Resources Division

SUBJECT: Staff Calendar Items for Board Information

Staff has approved the following:

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- A. The Department of Personnel Administration proposed to re-title and make minor revisions to the State Janitor classifications as follows: Janitor to Custodian; Janitor Supervisor I to Lead Custodian; Janitor (Correctional Facility) to Custodian (Correctional Facility); Janitor Limited Service to Custodian Limited Service; Janitor Supervisor I (Correctional Facility) to Lead Custodian (Correctional Facility); Janitor Supervisor III (Correctional Facility) to Custodian Supervisor III (Correctional Facility); Janitor Supervisor III to Custodian Supervisor III; Janitor Supervisor II to Custodian Supervisor II; Janitor Supervisor II (Correctional Facility) to Custodian Supervisor II (Correctional Facility); Service Assistant (Janitor) to Service Assistant (Custodian).

*State of California***MEMORANDUM**

TO: Jennifer Roach  
State Personnel Board

DATE: May 19, 2004

FROM: Camille Hollis  
Personnel Management Consultant  
Department of Personnel Administration  
Classification and Compensation Division

REVIEWED BY: Wayne Kurahara  
Program Manager  
Department of Personnel Administration  
Classification and Compensation Division

SUBJECT: Staff Calendar Item. Classification Changes

**SUMMARY OF ISSUES:**

In accordance with the 2003 collective bargaining agreement between the State of California and the California State Employees Association (CSEA), retitle and revise the Janitor classifications as follows: from Janitor to Custodian; Janitor Supervisor I to Lead Custodian; Janitor-Correctional Facility to Custodian-Correctional Facility; Janitor Limited Service to Custodian Limited Service; and Janitor Supervisor I – Correctional Facility to Lead Custodian, Correctional Facility.

At the same time retitle the supervisory classification as follows: Janitor Supervisor II to Custodian Supervisor II; Janitor Supervisor II (Correctional Facility) to Custodian Supervisor II (Correctional Facility); Janitor Supervisor III to Custodian Supervisor III; and Janitor Supervisor III (Correctional Facility) to Custodian Supervisor III (Correctional Facility).

**BACKGROUND:**

During the 2003 collective bargaining session, the State and the Union reviewed the use of several cleaning industry classification titles for cleaning and maintenance of property (i.e., buildings, offices, hospitals, prisons, etc.). Titles most noted were Janitor, Custodian, and Housekeeper. Although the terms Janitor and Custodian are synonymous, the title Custodian is a widely recognized term in the industry both in local government and the private sector. For example, the County of Sacramento utilizes the title Custodian for a variety of task related to the care, cleaning, and security of County buildings, facilities, and fixtures.

Therefore, the State of California and CSEA both agreed to retitle and revise all Bargaining Unit 15 Janitor classification as follows:

**RECOMMENDED CHANGE:**

	<u>Class Code</u>	<u>Schem. Code</u>	<u>Classification Title</u>
From:	2011	DC40	Janitor
To:	2011	DC40	Custodian
From:	2003	DC30	Janitor Supervisor I

To:	2003	DC30	Lead Custodian
	<u>Class Code</u>	<u>Schem. Code</u>	<u>Classification Title</u>
From:	2006	DC45	Janitor – Correctional Facility
To:	2006	DC45	Custodian – Correctional Facility
From:	2017	DC50	Janitor Limited Service
To:	2017	DC50	Custodian Limited Service
From:	2005	DC35	Janitor Supervisor I - Correctional Facility
To:	2005	DC35	Lead Custodian - Correctional Facility
From:	2000	DC15	Janitor Supervisor III (Correctional Facility)
To:	2000	DC15	Custodian Supervisor III (Correctional Facility)
From:	2001	DC10	Janitor Supervisor III
To:	2001	DC10	Custodian Supervisor III
From:	2002	DC20	Janitor Supervisor II
To:	2002	DC20	Custodian Supervisor II
From:	2004	DC25	Janitor Supervisor II – Correctional Facility
To:	2004	DC25	Custodian Supervisor II – Correctional Facility
From:	2016	DC55	Service Assistant (Janitor)
To:	2016	DC55	Service Assistant (Custodian)

## JUSTIFICATION:

In accordance with the agreement between the State of California and CSEA covering Bargaining Unit 15, Allied Services, effective July 3, 2003, through June 30, 2005, Side Letter #15.5, retitle and revise Janitor classifications.

Please note the need to change the Janitor Supervisor I (R15) classification to Lead Custodian is based on how departments utilize the classification. For example, one department allowed the Janitor Supervisor I classification to actually supervisor civil service employees. Over time this action has led to personnel problems within the program. DPA has since instructed the department to cease the practice. The Janitor Supervisor I classification is a rank-in-file class that only has supervisory responsibility over inmate and wards, or residents. Additionally, at this time, DPA does not recommend changing the numeric value for the Custodian Supervisor II (S15) class. In the future a proposal should be prepared to drop the numeric value after excluded employees have been sufficiently notified of such change. To drop the numeric value now could cause moral problems as status is sometimes associated with the numeric values associate with class titles, (i.e., Manager I, II, III, etc.).

Bargaining Unit 15, Allied Services, does not oppose the revision. The Union contact person is Charles Macklin and he can be reached at (916) 326-4272, if there are any questions. The Association of California State Supervisors also does not oppose the revision. The contact person is Bonnie Morris, (916) 326-4205.

Enclosure: (Proposed Specification)

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**APPROVAL**

**(Below To Be Completed by SPB Staff)**

**SPB Staff Signature:**

**Title:**

**Effective Date:**

**(SPB Staff: Send Original Approved Staff Item to DPA Pay Letter Coordinator, Susan Salata.)**

# CALIFORNIA STATE PERSONNEL BOARD

## SPECIFICATION

Schematic Code: DC40  
Class Code: 2011  
Established: 1931  
Revised: 6/5/84  
Title Changed: 4/20/51

### JANITOR CUSTODIAN

#### DEFINITION

Under supervision, to perform janitorial duties in keeping an assigned office, building, or area clean and orderly; may instruct, lead, or supervise inmates, wards, or resident workers; and to do other related work.

#### TYPICAL TASKS

Sweeps, scrubs, mops, and waxes floors; vacuums rugs and carpets; cleans, dusts, and polishes cabinets, furniture, and woodwork; empties and cleans waste receptacles; cleans stairways, escalators, elevators, hallways, rest rooms, offices, and lobbies; cleans ceilings, walls, window shades, light fixtures, interior glass partitions, and venetian blinds; assists in moving and arranging furniture and equipment as required; polishes metalwork; turns out lights and locks doors and windows; refills lavatory supply dispensers; replaces light globes and tubes; operates scrubbers, buffers, waxers, and other equipment and machinery; as required, operates a freight or passenger elevator.

In smaller, outlying offices and buildings, as incidental assignments, washes windows, washes automotive equipment, and maintains ornamental plantings in and around buildings and parking areas; and maintains parking areas, and cleans sidewalks.

When assigned to work crew-oriented duties, may be called upon to give experienced guidance to Service Assistants (Janitor Custodian) in the performance of routine janitorial tasks. Typically, this guidance is provided to only one Service Assistant (Janitor Custodian) at a time.

#### MINIMUM QUALIFICATIONS

##### Either I

Six months of experience in the California state service performing the duties of a Service Assistant (Janitor Custodian). (Promotional candidates who have completed four months of the required experience will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)



Or II

Six months of experience as a Janitor Custodian.

KNOWLEDGE AND ABILITIES

Knowledge of: Methods, materials, chemicals, disinfectants, and equipment used in janitorial work; and safety practices in janitorial work.

Ability to: Use and care for janitorial equipment and supplies; follow directions; ~~read and write~~ and communicate effectively at a level appropriate to the classification.

SPECIAL PERSONAL CHARACTERISTIC

Willingness to work at night.

# CALIFORNIA STATE PERSONNEL BOARD

## SPECIFICATION

Schematic Code: DC45  
Class Code: 2006  
Established: 7/23/75  
Revised: 4/30/84  
Title Changed:

### JANITOR CUSTODIAN (CORRECTIONAL FACILITY)

#### DEFINITION

Under supervision, in a State correctional facility in the Department of Corrections or Department of the Youth Authority, to perform janitorial duties in keeping an assigned office, building, or area clean and orderly; to maintain order and supervise the conduct of inmates, wards, residents, or patients; to protect and maintain the safety of persons and property; may instruct, lead, or supervise inmates, wards, or resident workers; and to do other related work.

#### TYPICAL TASKS

Sweeps, scrubs, mops, spots, and waxes floors; vacuums rugs and carpets; cleans, dusts, and polishes cabinets, furniture, and woodwork; empties and cleans waste receptacles; cleans stairways, escalators, elevators, hallways, restrooms, offices, and lobbies; cleans ceilings, walls, window shades, light fixtures, interior glass partitions, and venetian blinds; assists in moving and arranging furniture and equipment as required; polishes metal work; turns out lights and locks doors and windows; refills lavatory supply dispensers; replaces light globes and tubes; operates scrubbers, buffers, waxers, and other equipment and machinery; and as required, operates a freight or passenger elevator.

In smaller, outlying offices and buildings, as incidental assignments, washes windows, washes automotive equipment, maintains ornamental plantings in and around buildings and parking areas, maintains parking areas, and cleans sidewalks.

Gives experienced guidance to Service Assistants (Janitor Custodian), inmates, wards, residents, or patients in the performance of routine janitorial tasks; maintains order and supervises the conduct of persons committed to the Departments of Corrections and the Youth Authority; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; and inspects premises and searches inmates, wards, residents, or patients for contraband, such as weapons or illegal drugs.

#### MINIMUM QUALIFICATIONS

Either I

Six months of experience in the California state service performing the duties of a Service Assistant (~~Janitor~~ Custodian). (Promotional candidates who have completed four months of the required experience will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

Or II

Six months of experience as a ~~janitor~~ custodian.

#### KNOWLEDGE AND ABILITIES

Knowledge of: Methods, materials, chemicals, disinfectants, and equipment used in janitorial work; and safety practices in janitorial work.

Ability to: Use and care for janitorial equipment and supplies; follow directions; ~~read and write and communicate effectively~~ at a level appropriate to the classification.

#### SPECIAL PERSONAL CHARACTERISTIC

Willingness to work at night.

#### SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

# CALIFORNIA STATE PERSONNEL BOARD

## SPECIFICATION

Schematic Code: DC50  
Class Code: 2017  
Established: 1/24/36  
Revised: 4/4/52  
Title Changed: 4/4/52

### JANITOR CUSTODIAN, LIMITED SERVICE

#### DEFINITION

Under supervision, to keep an assigned office or building space clean and orderly; and to do other related work.

#### DISTINGUISHING CHARACTERISTICS

Employees in this class have a permanent physical impairment which affects their techniques of work performance. Duties are assigned in keeping with good safety practices to utilize most effectively the particular skills of the worker. Due to their physical limitations, individual workers are often relatively specialized within their class as compared to workers without physical impairment. Special working aids may be used and the tasks adapted to the type of individual impairment. Work done is expected to be of the same general quantity and quality as that of nonimpaired workers.

General service examinations do not make allowance for special aids or an adjustment of test material to the physically impaired candidates as, for example, provision of a reader for blind candidates. Tests for limited-service classes are adapted to the physical limitations of candidates.

#### TYPICAL TASKS

As a physically impaired worker, demonstrates to employers, other employees, and the public an ability to perform janitorial and related work comparable to that required of a nonimpaired worker; cooperates with supervisors and other employees in developing and installing special work procedures to compensate for workers' physical handicaps; sweeps, scrubs, and oils floors; vacuums rugs and carpets; dusts and polishes furniture and woodwork; empties and cleans waste receptacles; washes windows and walls; polishes metalwork; assists in moving and arranging office furniture and equipment; turns out lights and locks doors and windows; takes care of equipment and materials used in the work; and occasionally operates a freight or passenger elevator.

MINIMUM QUALIFICATIONS

A permanent physical impairment of such degree as to impose substantial limitations of employment opportunities. One year of experience in janitorial work.

KNOWLEDGE AND ABILITIES

Knowledge of: Methods, materials, and equipment used in janitorial work.

Ability to: Understand and carry out directions; and compensate for a physical impairment in performing janitorial work.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to work at night; such health and physical condition as is necessary for the effective performance of the assigned work without hazard to self or other persons.

# CALIFORNIA STATE PERSONNEL BOARD

## SPECIFICATION

Schematic Code: DC30  
 Class Code: 2003  
 Established: 7/9/54  
 Revised: 7/11/79  
 Title Changed: 4/24/74

### JANITOR LEAD CUSTODIAN SUPERVISOR-I

#### DEFINITION

Under direction, either (1) in a large office building, to work with and supervise a group of ~~Janitors~~ Custodians engaged in keeping an assigned space clean and orderly; or (2) in a small office building or area of comparable size, to plan, organize, supervise, and assist with the cleaning and janitorial work of a small group of ~~Janitors~~ Custodians; may instruct, lead, or supervise inmates, wards, or resident workers; and to do other related work.

#### DISTINGUISHING CHARACTERISTICS

Employees in this class normally work under the direction of a janitor supervisor of a higher level or a business manager and are in direct charge of either (1) all janitorial work and a staff of up to approximately seven employees in an office building or institution; or (2) a janitorial staff in an assigned area of a large office building; in either type of assignment, employees in this class perform janitorial tasks as part of their assignment. Employees in the next lower class of ~~Janitor~~ Custodian perform journey person work in cleaning an assigned area.

#### TYPICAL TASKS

Supervises, directs, and gives instruction and training to a group of ~~Janitors~~ Custodians engaged in sweeping, scrubbing, mopping, spotting, and waxing floors; vacuuming rugs and carpets; cleaning, dusting, and polishing filing cabinets, furniture, and woodwork; emptying and cleaning waste receptacles; spotting walls; cleaning floors, stairways, hallways, restrooms, offices, and lobbies; cleaning ceilings, walls, window shades, light fixtures, and venetian blinds; moving and arranging furniture and equipment; polishing nickel and brass work on door panels, hand railings, elevators, and door knobs and plates; turning out lights and locking doors and windows; refilling lavatory supply dispensers; replacing light globes and tubes; operating scrubbers, buffers, waxers, and other equipment and machinery; as required, performs and assists with the above tasks; as assigned, supervises the work of a small specialist crew; evaluates the performance of employees and takes or recommends appropriate action; requisitions, receives, inspects, stores, and inventories supplies; receives complaints of building

occupants and makes or recommends necessary adjustments; and keeps records and prepares reports.

### MINIMUM QUALIFICATIONS

#### Either I

One year of experience in the California state service performing the duties of a ~~Janitor~~ Custodian.

#### Or II

Experience: Two years of experience in janitorial work, one year of which must have been in a supervisory capacity over other employees and with responsibility for the janitorial work in an office or similar building. and

Education: Equivalent to completion of the eighth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

### KNOWLEDGE AND ABILITIES

Knowledge of: Methods, materials, chemicals, disinfectants, and equipment used in cleaning offices and public buildings; sanitation and safety measures in the operating, cleaning, and care of equipment and work areas; use of purchase orders for janitorial supplies and equipment; ~~department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives~~ and a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: Plan, organize, and direct the work of others; give on-the-job instruction in janitorial practices; keep inventories and make requisitions; analyze situations accurately and adopt an effective course of action; ~~effectively contribute to the department's affirmative action objectives and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.~~

# CALIFORNIA STATE PERSONNEL BOARD

## SPECIFICATION

Schematic Code: DC55  
Class Code: 2016  
Established: 1/7/71  
Revised: 6/22/78  
Title Changed: 6/22/78

### SERVICE ASSISTANT (JANITOR CUSTODIAN)

#### DEFINITION

Under close supervision, to learn and perform the less responsible janitorial assignments in an office, building, or area maintained by the State; and to do other related work.

#### JOB CHARACTERISTICS

The class of Service Assistant (~~Janitor~~ Custodian) is a class designed to give persons who have received training in janitorial duties an opportunity to acquire on-the-job experience. Service Assistant (~~Janitor~~ Custodian) is intended to serve as a transition class between a janitorial training program and the acceptance of the full range of journey level responsibilities as a ~~Janitor~~ Custodian.

While it is anticipated that most employees in this class will promote to the higher levels, a limited number of positions may be permanently allocated to this class. When this occurs, incumbents are assigned a less difficult or more restricted range of duties.

Employees remaining in the class of Service Assistant (~~Janitor~~ Custodian) are expected to have successfully completed their on-the-job training and to perform work which meets established performance standards.

#### TYPICAL TASKS

Assists journey level ~~Janitors~~ Custodians with a variety of janitorial tasks; cleans stairways, escalators, hallways, offices, restrooms, and lobbies; sweeps, scrubs, mops, spots, and waxes floors; sweeps and vacuums rugs and carpets; cleans, dusts, and polishes cabinets, furniture, and wood work; empties and cleans waste receptacles; cleans lights, vents, ceilings, windows, interior glass partition, and venetian blinds; cleans and polishes metal work; services and supplies lavatory item dispensers; turns out lights and locks doors and windows; replaces light globes and tubes; and uses and cares for ladders and other janitorial material including buffers, waxers, scrubbers, and other machinery.

#### MINIMUM QUALIFICATIONS



Either I

Three months of experience as a trainee in janitorial work in the California state service.

Or II

Successful completion of a formal training or work experience program in janitorial services. This work experience training program must have been in either:

1. A setting recognized or sponsored by the California Department of Rehabilitation. or
2. A program such as those under the Career Opportunities Development (COD), Work Incentive Program (WIN), or similar Federal, State, or local programs.

KNOWLEDGE AND ABILITIES

Knowledge of: Basic methods, materials, chemicals, disinfectants, and equipment and safety practices used in janitorial work.

Ability to: Safely use and care for janitorial equipment and supplies; follow directions; learn and perform routine janitorial tasks; work courteously and cooperatively with others; and utilize acceptable work habits and meet established production standards.

SPECIAL PERSONAL CHARACTERISTICS

Physical strength and agility, including ability to lift and carry; bend, stoop, and stretch; willingness to work at night; and willingness to accept guidance from more experienced workers.

# CALIFORNIA STATE PERSONNEL BOARD

## SPECIFICATION

Schematic Code: DC35

Class Code: 2005

Established: 7/23/75

Revised: 7/11/79

Title Changed:

### JANITOR LEAD CUSTODIAN SUPERVISOR-I (CORRECTIONAL FACILITY)

#### DEFINITION

Under direction in a State correctional facility in the Department of Corrections or Department of the Youth Authority, either (1) in a large office building or area of comparable size, to work with and supervise a group of ~~janitors~~ custodians engaged in keeping an assigned space clean and orderly, or (2) in a small office building or area of comparable size, to plan, organize, supervise, and assist with the cleaning and janitorial work of a small group of ~~janitors~~ custodians; to maintain order and supervise the conduct of inmates, wards, residents, or patients; to protect and maintain the safety of persons and property; may instruct, lead, or supervise inmates, wards, or resident workers; and to do other related work.

#### DISTINGUISHING CHARACTERISTICS

Employees in this class normally work under the direction of a ~~janitor~~ custodian supervisor of a higher level or a business manager and are in direct charge of either (1) all janitorial work and a staff of up to approximately seven employees, inmates, wards, residents, or patients in an office building or institution, or (2) a ~~janitorial~~ custodian staff in an assigned area of a large office building. In either type of assignment, employees in this class perform janitorial tasks as part of their assignment. Employees in the next lower class of ~~Janitor~~ Custodian (Correctional Facility) perform journeyperson work in cleaning an assigned area.

#### TYPICAL TASKS

Supervises, directs, and gives instruction and training to a group of ~~janitors~~ custodians, inmates, wards, residents, or patients engaged in sweeping, scrubbing, mopping, spotting, and waxing floors; vacuuming rugs and carpets; cleaning, dusting, and polishing filing cabinets, furniture, and woodwork; emptying and cleaning waste receptacles; spotting walls; cleaning floors, stairways, hallways, restrooms, offices, and lobbies; cleaning ceilings, walls, window shades, light fixtures, and venetian blinds; moving and arranging furniture and equipment; polishing nickel and brass work on door panels, hand railings, elevators, and door knobs and plates; turning out lights and locking doors and windows; refilling lavatory supply dispensers; replacing

light globes and tubes; operating scrubbers, buffers, waxers, and other equipment and machinery; as required, performs and assists with the above tasks; as assigned, supervises the work of a small specialist crew; evaluates the performance of employees and takes or recommends appropriate action; requisitions, receives, inspects, stores, and inventories supplies; receives complaints of building occupants and makes or recommends necessary adjustments; keeps records and prepares reports; maintains order and supervises the conduct of persons committed to the Departments of Corrections and the Youth Authority; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; and inspects premises and searches inmates, wards, residents, or patients for contraband, such as weapons or illegal drugs.

#### MINIMUM QUALIFICATIONS

##### Either I

One year of experience in the California state service performing the duties of a ~~Janitor~~ Custodian (Correctional Facility) or ~~Janitor~~ Custodian.

##### Or II

Experience: Two years of experience in janitorial work, one year of which must have been in a supervisory capacity over other employees and with responsibility for the janitorial work in an office or similar building. and

Education: Equivalent to completion of the eighth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

#### KNOWLEDGE AND ABILITIES

Knowledge of: Methods, materials, chemicals, disinfectants, and equipment used in cleaning offices and public buildings; sanitation and safety measures used in the operating, cleaning, and care of equipment and work areas; use of purchase orders for janitorial supplies and equipment; and a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: Plan, organize, and direct the work of others; give on-the-job instruction in janitorial practices; keep inventories and make requisitions; analyze situations accurately and adopt an effective course of action; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

#### SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

# CALIFORNIA STATE PERSONNEL BOARD

## SPECIFICATION

Schematic Code: DC20  
 Class Code: 2002  
 Established: 7/9/54  
 Revised: 7/11/79  
 Title Changed: 4/24/74

### JANITOR CUSTODIAN SUPERVISOR II

#### DEFINITION

Under direction, to plan, organize, supervise, and assist with the cleaning and janitorial work of a group of ~~Janitors~~ Custodians in a medium-sized office building or an area of comparable size; may instruct, lead, or supervise inmates, wards, or resident workers; and to do other related work.

#### DISTINGUISHING CHARACTERISTICS

Employees in this class normally work under the direction of the supervisor responsible for local janitorial services, and are in direct charge of a ~~janitorial~~ custodian staff of approximately 8 to 23 employees in an institution or office building.

Employees in the next lower class of ~~Janitor Supervisor I~~ Lead Custodian are in charge of fewer employees and normally are under the immediate supervision of a ~~Janitor~~ Custodian Supervisor III.

#### TYPICAL TASKS

Assigns work, supervises, and gives instruction and training to janitorial employees, evaluates their performance, and takes or recommends appropriate action; supervises the operation of janitorial machinery and equipment; makes inspections and maintains janitorial practices and standards of safety and sanitation; requisitions, receives, inspects, stores, and inventories supplies; receives complaints of building occupants and makes or recommends necessary adjustments; as required, performs and assists with cleaning and custodial tasks; as assigned for the ~~Janitor~~ Custodian Supervisor III in his/her absence; and keeps records and prepares reports.

#### MINIMUM QUALIFICATIONS

Either I

One year of experience in the California state service performing the duties of a ~~Janitor~~  
Custodian Supervisor I. or

Two years of experience in the California state service performing the duties of a ~~Janitor~~  
Custodian.

Or II

Experience: Three years of experience in janitorial work, two years of which must have been in a supervisory capacity over other employees and with responsibility for the janitorial work in an office or similar building. and

Education: Equivalent to completion of the eighth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE AND ABILITIES

Knowledge of: Methods, materials, chemicals, disinfectants, and equipment used in cleaning offices and public buildings; sanitation and safety measures used in the operating, cleaning, and care of equipment and work areas; use of purchase orders for janitorial supplies and equipment; and a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: Plan, organize, and direct the work of others; give on-the-job instruction in janitorial practices; keep inventories and make requisitions; analyze situations accurately and adopt an effective course of action; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

# CALIFORNIA STATE PERSONNEL BOARD

## SPECIFICATION

Schematic Code: DC25  
 Class Code: 2004  
 Established: 7/23/75  
 Revised: 7/11/79  
 Title Changed:

### JANITOR CUSTODIAN SUPERVISOR II (CORRECTIONAL FACILITY)

#### DEFINITION

Under direction, in a State correctional facility in the Department of Corrections or Department of the Youth Authority, to plan, organize, supervise, and assist with the cleaning and janitorial work of a group of ~~Janitors~~ Custodians in a medium-sized office building or an area of comparable size; to maintain order and supervise the conduct of inmates, wards, residents, or patients; to protect and maintain the safety of persons and property; may instruct, lead, or supervise inmates, wards, or resident workers; and to do other related work.

#### DISTINGUISHING CHARACTERISTICS

Employees in this class normally work under the direction of the supervisor responsible for local janitorial services, and are in direct charge of a ~~janitorial~~ custodian staff of approximately 8 to 23 employees, inmates, wards, residents, or patients. Employees in the next lower class of ~~Janitor Supervisor-I~~ Lead Custodian (Correctional Facility) are in charge of fewer employees.

#### TYPICAL TASKS

Assigns work, supervises, and gives instruction and training to janitorial employees, inmates, wards, residents, or patients, evaluates their performance, and takes or recommends appropriate action; supervises the operation of janitorial machinery and equipment; makes inspections and maintains janitorial practices and standards of safety and sanitation; requisitions, receives, inspects, stores, and inventories supplies; receives complaints of building occupants and makes or recommends necessary adjustments; as required, performs and assists with cleaning and custodial tasks; as assigned, acts for the ~~Janitor~~ Custodian Supervisor III in his/her absence; keeps records and prepares reports; maintains order and supervises the conduct of persons committed to the Departments of Corrections and the Youth Authority; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working

areas and work materials; and inspects premises and searches inmates, wards, residents, or patients for contraband, such as weapons or illegal drugs.

### MINIMUM QUALIFICATIONS

#### Either I

One year of experience in the California state service performing the duties of a ~~Janitor Supervisor~~ Lead Custodian (Correctional Facility) or ~~Janitor Supervisor~~ Lead Custodian. or

Two years of experience in the California state service performing the duties of a ~~Janitor Custodian~~ (Correctional Facility) or ~~Janitor~~ Custodian.

#### Or II

Experience: Three years of experience in janitorial work, two years of which must have been in a supervisory capacity over other employees and with responsibility for the janitorial work in an office or similar building. and

Education: Equivalent to completion of the eighth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

### KNOWLEDGE AND ABILITIES

Knowledge of: Methods, materials, chemicals, disinfectants, and equipment used in cleaning offices and public buildings; sanitation and safety measures used in the operating, cleaning, and care of equipment and work areas; use of purchase orders for janitorial supplies and equipment; ~~Department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives~~ and a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: Plan, organize, and direct the work of others; give on-the-job instruction in janitorial practices; keep inventories and make requisitions; analyze situations accurately and adopt an effective course of action; ~~effectively contribute to the Department's affirmative action objectives~~ and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.



**SPECIAL PHYSICAL CHARACTERISTICS**

Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

# CALIFORNIA STATE PERSONNEL BOARD

## SPECIFICATION

Schematic Code: DC10  
Class Code: 2001  
Established: 7/9/54  
Revised: 7/11/79  
Title Changed: 4/24/74

### JANITOR CUSTODIAN SUPERVISOR III

#### DEFINITION

Under direction, in a large office building or group of small office buildings, to plan, organize, and direct the cleaning and janitorial work; to assist in a training program; may instruct, lead, or supervise inmates, wards, or resident workers; and do other related work.

#### DISTINGUISHING CHARACTERISTICS

Employees in this class normally work under the direction of the supervisor responsible for local janitorial services and are in direct charge of the janitorial custodian staff of 24 or more employees in a large State office building or group of small office buildings.

The next lower class, Janitor Custodian Supervisor II, includes positions responsible for all janitorial work and a staff of from approximately 8 to 23 employees in a medium-sized State office building or area of comparable size.

#### TYPICAL TASKS

Assigns work, supervises, and gives instruction and training to janitorial employees, evaluates their performance, and takes or recommends appropriate action; supervises the operation of janitorial machinery and equipment; makes inspections and maintains janitorial practices and standards of safety and sanitation; requisitions, receives, inspects, stores, and inventories supplies; receives complaints of building occupants and makes or recommends necessary adjustments; as assigned, acts for the Custodian of State Capitol Buildings in his/her absence; and keeps records and prepares reports.

MINIMUM QUALIFICATIONSEither I

Two years of experience in the California state service performing the duties of a Janitor Custodian Supervisor II.

Or II

Experience: Four years of experience in janitorial work, three years of which must have been in a supervisory capacity over other employees and with responsibility for the janitorial work in a large building or group of small buildings. and

Education: Equivalent to completion of the eighth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE AND ABILITIES

Knowledge of: Methods, materials, chemicals, disinfectants, and equipment used in cleaning offices and public buildings; sanitation and safety measures used in the operations, cleaning, and care of equipment and work areas; principles of effective supervision; training methods; use of purchase orders for janitorial supplies and equipment; ~~department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives~~ and a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: Plan, organize, and direct the work of others; conduct in-service training programs; keep inventories and make requisitions; analyze situations accurately and adopt an effective course of action; ~~effectively contribute to the department's affirmative action objectives~~ and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

# CALIFORNIA STATE PERSONNEL BOARD

## SPECIFICATION

Schematic Code: DC15

Class Code: 2000

Established: 8/17/78

Revised: 7/11/79

Title Changed:

### JANITOR CUSTODIAN SUPERVISOR III (CORRECTIONAL FACILITY)

#### DEFINITION

Under direction, in a State correctional facility in the Departments of Corrections or the Youth Authority, to plan, organize, and direct the cleaning and janitorial work in a large office building or group of small office buildings; to assist in a training program; to maintain order and supervise the conduct of inmates or wards; to protect and maintain the safety of persons and property; may instruct, lead, or supervise inmates, wards, or resident workers; and to do other related work.

#### DISTINGUISHING CHARACTERISTICS

Employees in this class normally work under the direction of the supervisor responsible for local janitorial services and are in direct charge of the janitorial custodian staff of 24 or more employees, inmates, or wards, in a large State office building or group of small office buildings.

The next lower class, Janitor Custodian Supervisor II (Correctional Facility), includes positions responsible for all janitorial work and a staff of from approximately 8 to 23 employees in a medium-sized State office building or area of comparable size.

#### TYPICAL TASKS

Assigns work, supervises, and gives instruction and training to janitorial employees, inmates, or wards; evaluates their performance, and takes or recommends appropriate action; supervises the operation of janitorial machinery and equipment; makes inspections and maintains janitorial practices and standards of safety and sanitation; requisitions, receives, inspects, stores, and inventories supplies; receives complaints of building occupants and makes or recommends necessary adjustments; keeps records and prepares reports; maintains order and supervises the conduct of persons committed to the Departments of Corrections and the Youth Authority; prevents escapes and injury by these persons to themselves or others or to property;

maintains security of working areas and work materials; inspects premises and searches inmates or wards for contraband, such as weapons or illegal drugs.

### MINIMUM QUALIFICATIONS

#### Either I

Two years of experience in the California state service performing the duties of a ~~Janitor~~ Custodian Supervisor II or ~~Janitor~~ Custodian Supervisor II (Correctional Facility).

#### Or II

Experience: Four years of experience in janitorial work, three years of which must have been in a supervisory capacity over other employees and with responsibility for the janitorial work in a large building or group of small buildings. and

Education: Equivalent to completion of the eighth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

### KNOWLEDGE AND ABILITIES

Knowledge of: Methods, materials, chemicals, disinfectants, and equipment used in cleaning offices and public buildings; sanitation and safety measures used in the operation, cleaning, and care of equipment and work areas; principles of effective supervision; training methods; use of purchase orders for janitorial supplies and equipment; ~~Department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives~~ and a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: Plan, organize, and direct the work of others; conduct in-service training programs; maintain inventories and make requisitions; analyze situations accurately and adopt an effective course of action; ~~effectively contribute to the Department's affirmative action objectives~~ and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

### SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and

emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Assignments during tour of duty may include sole responsibility for the supervision of inmates or wards and/or the protection of personal and real property.